

## AGENDA ITEM REQUEST FORM

**Commission/Committee: (Please check one)**

\_\_\_\_\_ **Commission**  
\_\_\_\_\_ **Public Services Committee**  
\_\_\_\_\_ **Administrative Services Committee**  
\_\_\_\_\_ **Engineering Services Committee**  
\_\_\_\_\_ **Finance Committee**  
\_\_\_\_\_ **Public Safety Committee**

**Contact Information for Individual/Presenter Making the Request:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Caption/Topic of Discussion to be placed on the Agenda:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please send this request form to the following address:**

<b>Ms. Lena J. Bonner</b>	<b>Telephone Number: 706-821-1820</b>
<b>Clerk of Commission</b>	<b>Fax Number: 706-821-1838</b>
<b>Room 806 Municipal Building</b>	<b>E-Mail Address: lbonner@augustaga.gov</b>
<b>530 Greene Street</b>	
<b>Augusta, GA 30911</b>	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.